

Department:	Franklin County Human Services
Organization:	Franklin County Area Agency on Aging
Job Code / Title:	Secretary II
Position Number:	01
County:	Franklin
Headquarter City/Address: (Work Location)	425 Franklin Farm Lane Chambersburg, Pa 17202
Type of Job:	Merit
Union:	None
Bargaining Unit:	None
Seniority Position:	
Type Position:	Full Time
Salary Range:	\$12.55
Pay Range & Step:	7
Posting Length:	5 Business Days
Posting Dates:	02/22/2016 – 02/29/2016
Contact Name / Number:	Charles Martin III / (717)261-3150
Additional Information:	37.5 hours per week
Job Description:	See Attached
Last Date Job Applications Will Be Accepted:	02/29/2016

RECRUITMENT METHODS:

Applicants must meet one (or more) of the following methods(s) to be considered for this vacancy:

- Promotion
- Transfer
- Reassignment
- Voluntary Demotion
- Reinstatement

ELIGIBILITY – ALL CANDIDATE(S):

1. Must meet the minimum experience and training (METs) required for the job. The METs for this position are:

Six months as a Clerk Typist 1 and educational development to the level of eighth grade;
Or Completion of a high school business curriculum which included at least one typing course;
Or Any combination of equivalent experience and training.

2. County of Franklin Approved Additional Special Requirements: None

3. Must be eligible for selection in accordance with Merit rules.

HOW TO APPLY – ALL CANDIDATES:

The following materials must be mailed and postmarked on or before 02/29/2016. Late applications will not be accepted.

1. Completed County of Franklin Employment Application, (Need not be notarized). The application must provide details of experience and training as related to the minimum experience and training requirements for the vacancy so eligibility can be determined.

If you are contacted for an interview and need accommodations for the interview due to a disability, please advise the interviewer of the accommodations you require well in advance of the scheduled date.

If interested in applying, please send applications to:

Attn: Charles Martin III 425 Franklin Farm Lane, Chambersburg, P.A. 17202

Franklin County IS AN EQUAL OPPORTUNITY & AFFIRMATIVE ACTION EMPLOYER.

FRANKLIN COUNTY

SECRETARY II

Position Description

Non-Exempt

OVERALL OBJECTIVE OF JOB

To perform secretarial/clerical duties needed within the department.

ESSENTIAL FUNCTIONS OF JOB

1. Takes dictation and/or transcribes from notes, tapes or rough copy on a typewriter or word processor.
2. Types letters, memos, reports, forms, lists, bulletins and a variety of other correspondence required by department.
3. Prepares forms for processing and/or mailing.
4. Maintains department files according to prescribed standards.
5. Makes computations and prepares preliminary math statements for various reports, forms, etc.
6. Greets visitors and provides them with general information relating to the department.
7. Answers phone calls and responds to routine inquiries or directs callers to appropriate individual.
8. Opens and sorts incoming mail and prepares outgoing mail.
9. Operates computer, fax, copier and other office equipment as necessary to perform essential functions.
10. Schedules conferences, arranges meetings, makes reservations and completes other details as required by department.
11. Processes purchase orders, payments or receipts as required.
12. Composes routine correspondence for supervisor's signature.
13. Interacts with other internal department and external agencies, departments and clients as needed to carry out essential job duties.
14. Updates department manuals and other information needed within department.
15. Performs basic math skills required to complete department reports.

OTHER DUTIES OF JOB

1. Attends meetings or training sessions as necessary.
2. Assists other clerical staff as needed.
3. Orders office supplies as required.
4. Performs other job-related duties as required.

SUPERVISION RECEIVED

Receives occasional instruction and some supervision in regard to daily work duties from supervisor.

SUPERVISION GIVEN

None

WORKING CONDITIONS

1. Works indoors in crowded office space with adequate lighting, ventilation and temperatures.
2. Normal exposure to noise and stress, but subject to frequent disruptions.
3. Below normal exposure to indoor dust/dirt.

PHYSICAL/MENTAL REQUIREMENTS

1. Must possess ability to record, convey and present information, explain procedures and follow instructions.
2. Must be able to sit for long periods throughout the workday, with intermittent periods of standing and walking and occasional twisting, bending, stooping, reaching as necessary to carry out job duties.
3. Dexterity requirements range from coordinated movements of fingers/hands for typing and computer, to simple dexterity of feet/legs; torso as necessary to carry out job duties.
4. Sedentary work, with occasional lifting/carrying of objects with a maximum weight of ten pounds.
5. Must be able to cope with the physical and mental stress of the position.
6. Must be able to move frequently throughout the work day, as needed to carry out essential functions of job.
7. Must be able to pay close attention to detail and to concentrate on work.

QUALIFICATIONS

A. EDUCATION/TRAINING

High school diploma or equivalent, plus 2 years business school, computer training required.

B. WORK EXPERIENCE

2 years working experience in a professional office environment, OR any equivalent combinations of experience and/or training.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

1. Must be able to speak and understand the English language in an understandable manner in order to carry out essential functions of job.
2. Must possess good communication and interpersonal skills.
3. Must possess ability to function independently, have flexibility and the ability to work effectively with clients, co-workers and others.
4. Must possess ability to maintain confidentiality in regard to client information and records.
5. Must possess the technical knowledge of operating personal computers and other office equipment with accuracy and reasonable speed.
6. Must possess knowledge of modern office practices and procedures and the ability to perform same in an efficient manner.

Knowledge, Skills and Abilities Required (Cont'd)

7. Must possess ability to take/transcribe shorthand accurately and within reasonable speed.
8. Must possess mental alertness, clerical and math aptitude and a general knowledge of business, English and grammar and the ability to perform these skills with accuracy and within reasonable speed.
9. Must possess the ability to work independently on complex clerical tasks.
10. Must possess ability to compose replies to routine correspondence.
11. Must possess basic math skills and ability to accurately prepare required reports and mathematical recordkeeping.
12. Must possess ability to meet and interact effectively with co-workers and general public, and to respond accurately to routine questions/inquiries regarding department operations and procedures.

I HAVE READ THE ABOVE POSITION DESCRIPTION AND FULLY UNDERSTAND THE REQUIREMENTS SET FORTH THEREIN. I HEREBY ACCEPT THE POSITION OF SECRETARY II AND AGREE TO ABIDE BY THE REQUIREMENTS AND DUTIES SET FORTH. I WILL PERFORM ALL DUTIES AND RESPONSIBILITIES TO THE BEST OF MY ABILITY.

Signature of Employee

Date

Signature of Supervisor

Date

In compliance with the Americans With Disabilities Act, the Employer will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the Employer.